



Otley TOWN COUNCIL

Core Resource Centre
Unit 11, Orchard Gate, Otley, LS21 3NX,
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To All Members of the Town Council

You are summoned to attend the meeting of the Human Resources Committee
to be held in

The Wharfedale Room, Otley Core Resource Centre, Orchard Gate, Otley

At 7.00pm on

Monday 15th June 2026

N Woodward

Nicola Woodward

Interim Deputy Clerk

9th June 2026

PUBLIC PARTICIPATION

Notice is given that at the start of this meeting 15 minutes will be set aside for members of the public to address the committee on matters relevant to the town or the committee within the following rules:

- (a) Members of the public wishing to speak are to have given prior notice to the Executive Officer
- (b) Any member of the public invited to speak will be permitted to speak for no more than 5 minutes
- (c) In the event of more than 3 members of the public wishing to address the committee then priority will be determined by subject ma



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AGENDA

- 1. Apologies:** Members will be asked to receive apologies
- 2. Declarations of Interest:** To receive any declarations of interest not already declared under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and to consider and decide upon any applications for dispensation
- 3. Minutes for approval:** Members are asked to approve for accuracy only the Minutes of the Meeting of: 9th March 2026
- 4. Terms of Reference:** Members are asked to review and confirm the committee Terms of Reference
- 5. Committee Budget:** Members will receive an update on the budget available for the financial year
- 6. Exclusion of Press and Public:** To resolve to exclude members of the public and press under the Public Bodies (admissions to Meetings) Act 1960 due to the nature of the following items of business to be transacted being prejudicial to the public interest
- 7. Exit Interview Actions:** Member to discuss Exit Interview feedback and agree any necessary actions
- 8. Staffing Update:** Members will receive an update from the Chair of Committee and agree any necessary actions
- 9. Agenda Items for next meeting:** Members to notify the Executive Officer of matters for inclusion on the agenda of the next meeting
- 10. Next Meeting:** To confirm the date of the next meeting of Human Resources committee as 28th September 2026

